

# Vacation Policy

Updated October 2022

## PURPOSE

To clarify guidelines for requesting or changing vacation dates.

## PERSONS INVOLVED

Residents, Faculty, Program Director, and Surgical Education Staff

## PROCEDURES

- Vacations requests will be solicited in the spring of the preceding academic year after the rotation schedule has been assigned but before the weekend/holiday call schedule is created.
- PGY-1 residents receive 3 weeks of vacation time during the academic year, PGY-2 through PGY-5 residents receive 4 weeks of vacation time during the academic year.
- Each resident will be asked to provide 3 to 4 requests for vacation weeks, as well as 3 backup options.
- The rules for vacation eligibility are as follows:
  - Vacations consist of seven consecutive days spanning from Monday through the following Sunday.
  - The following rotations are ineligible for vacation:
    - PGY-1: Night float, NM trauma, County trauma
    - PGY-2: SICU, NM trauma
    - PGY-3: Night float, Sinai trauma
    - PGY-4/5: Night float, NM trauma, County trauma
  - No more than one week of vacation may be taken per rotation.
  - Vacations may not be taken during the months of June or July.

Note: In extenuating circumstances, exceptions to the above rules may be made on a case-by-case basis.

- The Administrative Chief Residents will review all vacation requests and will assign vacation weeks in a manner that accommodates as many requests as possible while ensuring adequate resident personnel on each service.
- Requests to change vacations after the final vacation schedule is distributed must meet the following rules: The resident must contact their Administrative Chiefs for any requested change in vacation. The Administrative Chiefs will review the requested change and either approve or deny the request. Once this is completed the Administrative Chiefs will update the schedule if necessary.

## APPEALS

Any disputes or exceptions will be reviewed by the Program Director whose decision is final.